

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AIR FORCE INSTRUCTION 16-402

**AIR EDUCATION AND TRAINING
COMMAND
Supplement**

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Operations Support

**AEROSPACE VEHICLE PROGRAMMING,
ASSIGNMENT, DISTRIBUTION,
ACCOUNTING AND TERMINATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Aguilar)

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AFI 16-402, 1 December 2009, is supplemented as follows:

This supplement applies to all Air Education and Training Command (AETC) aircraft and trainer maintenance activities. It does not apply to Air National Guard or Air Force Reserve Command units. The reporting requirement in this supplement is exempt from licensing according to AFI 33-324, paragraph 2.11.10., *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located <http://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Annotate recommendations for change, improvement, or waivers to this instruction on AETC Form 1236, Request for Improving/Changing AETC Maintenance Publications. Requests must be approved by the appropriate group commander (or squadron commander, if not assigned to a group) before forwarding to HQ AETC/A4M, 555 E Street East, Randolph AFB TX 78150-4440, for action by HQ AETC/A4MMP.

SUMMARY OF CHANGES

This document has been revised and should be reviewed in its entirety. Renumbered numerous paragraphs to align with the most current version of AFI 21-103; deleted all redundant information requests; Office symbols and publication references were updated throughout. This revision updates all applicable office symbols/publication references, and renumbers paragraphs to align with new parent instruction. It also gives the option to request either a Ground Instructional Training Aircraft (GITA) or a Training Aid Aircraft (TAA). Procedures will be the same for either a GITA or a TAA request.

4.5.3. (Added) Requesting Ground Instructional Training Aircraft (GITA) or Training Aid Aircraft (TAA). To request a GITA or TAA, the following procedures apply:

4.5.3.1. (Added) Training wings prepare a justification package as outlined in Attachment 12 (Added).

4.5.3.2. (Added) Training wings prepare a cover memorandum for the wing commander's signature with a summary of requirements which will include:

4.5.3.2.1. (Added) Type aircraft.

4.5.3.2.2. (Added) Number aircraft required.

4.5.3.2.3. (Added) Date required.

4.5.3.2.4. (Added) Title of course.

4.5.3.2.5. (Added) Weekly utilization.

4.5.3.2.6. (Added) Number students programmed by fiscal year (3 years).

4.5.3.2.7. (Added) Impact if aircraft cannot be provided.

4.5.4. (Added) Training wings will submit the package and cover memorandum to 2 AF/TTOC-O and HQ AETC/A3T, IN TURN, with an info copy to HQ AETC/A4MAA-AVDO.

4.5.5. (Added) HQ AETC/A3T, in coordination with HQ AETC/A4MAA-AVDO, will review the package and forward it to HQ USAF/A8PB, as applicable, for appropriate action.

4.5.6. (Added) Training wings will develop local procedures to ensure maximum cross utilization of assigned GITA and TAA between courses. Additionally, training wings will collect utilization data on each assigned GITA and TAA and annually review that data to determine if GITA and TAA are still needed to support training. Projected student loads, future training requirements, and other training wing requirements will be considered before GITA or TAA are declared as excess.

4.5.7. (Added) Training wings will request aircraft save lists for each GITA or TAA except those needed to support crew chief courses. AFI 21-101, *Aircraft And Equipment Maintenance Management*, provides wide latitude in determining what save list parts need to be removed from GITA and TAA. It also provides the ability to retain operational systems required to support cross utilization of GITA or TAA to support future training. Wings will only remove and turn into base supply save list components, engines, and parts whose removal will not cause any training degradation or do not disfigure the external appearance of the aircraft. Additionally, do not remove components, engines, or parts that will hinder the ability to cross utilize GITA or

TAA to support more than one course or components needed to support future training requirements. In AETC, GITA used in crew chief and mission ready technician courses will be maintained in complete configuration and as close to operational configuration as possible. Wings will only remove save list parts from these GITA and TAA not needed to facilitate training.

4.5.8. (Added) Training wings will declare all GITA and TAA excess that are not required only after determining there are no other current or anticipated requirements within the wing. Report excess GITA or TAA to 2 AF/TTOC-O, HQ AETC/A3T, and HQ AETC/A4MAA-AVDO, IN TURN. Include the following information:

4.5.8.1. (Added) Equipment designator.

4.5.8.2. (Added) Serial number.

4.5.8.3. (Added) Date aircraft will be excess.

4.5.8.4. (Added) Course supported.

4.5.8.5. (Added) Reason the aircraft is becoming excess.

4.5.8.6. (Added) Systems that are operational.

4.5.8.7. (Added) Statement of general condition.

4.5.8.8. (Added) Statement of suitability for display or donation.

NOTE: The requirements in paragraphs 4.5.2 and 4.5.5 are exempt from the reports control symbol requirement under AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

4.19.5. (Added) HQ AETC/A4MAA-AVDO will perform command AVDO duties.

4.20.7. (Added) Wings will appoint qualified individuals, primary and alternate to perform AVDO duties and send a copy of the appointment memorandum to HQ AETC/A4MAA-AVDO.

CRAIG A BERLETTE, Colonel, USAF
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Attachment 12 (Added)**FORMAT FOR REQUESTING GROUND INSTRUCTIONAL TRAINING AIRCRAFT
(GITA) OR TRAINING AID AIRCRAFT (TAA)**

- 1 Requesting wing
- 2 Equipment designator (EQD) requested
- 3 Quantity of aircraft
- 4 Describe briefly what aircraft configurations are necessary to accomplish the mission
- 5 Systems required operational for training
- 6 Date aircraft required
- 7 Weekly utilization programmed
- 8 Configuration management required
- 9 Title of courses to be supported
- 10 Training deficiencies that could result if GITA or TAA is not made available
- 11 Projected training requirements by FQ for 3 fiscal years
- 12 Aerospace ground equipment required
- 13 TO-21 equipment required
- 14 Adequacy of present facilities to support requested GITA or TAA
- 15 Estimate of the itemized cost to beddown the GITA or TAA
- 16 Estimate of cost of follow-on maintenance for 3 fiscal years